

Technical Assistance

Procedural Bulletin # 4

Purpose

To provide information regarding technical assistance available from the Indiana Department of Correction (IDOC).

Description

The grant funded entity is ultimately responsible for ensuring they are following the Executed Grant Contract, procedural bulletins, statutes, and administrative rules. The IDOC Community Corrections Division is readily available to provide technical assistance to any grant funded entity, including: Community Corrections, Probation departments, Jail Treatment programs, Court Recidivism Reduction Programs (CRRP), and Prosecutor Diversion programs. **The assigned Program Director should be the grant funded entity's first point of contact for any grant related issues or concerns.** Most questions can be answered by the entity's assigned Program Director to help alleviate issues the entity is experiencing. If the assigned Program Director is unable to answer the question, the entity may be referred to the IDOC Community Corrections Training staff, Community Transition Program staff, Research staff, the IDOC Community Corrections Assistant Director, the IDOC Community Corrections Director, or the IDOC Deputy Commissioner of Re-Entry.

Topics

Technical assistance may be provided in person, via email, or by telephone. Some examples may include:

- Use of Evidence-Based Practices and Programming
- Policy Review/Creation
- Account Set-up for Grant Funds
- Monthly Financial Reports
- Requesting an Additional Appropriation/Transfer of Funds
- Collaboration Plans
- Grant Application
- Site Audit Preparation/Audit Tool Scoring
- Executed Grant Contract Requirements

Following a Technical Assistance visit, the IDOC Program Director or other staff conducting the visit will complete a Technical Assistance Summary Sheet (see below). This is meant to serve as documentation and will be kept on file by IDOC.

If any violations of the grant contract, procedural bulletins, statutes, or administrative rules are found by IDOC staff, a Technical Assistance Action Plan will be created (see below) by the grant entity and the assigned IDOC Program Director. The assigned Program Director will work with the grant entity to achieve compliance in any area where violations were found. In the event that the Technical Assistance Action Plan is not followed or the entity fails to meet set goals, the procedures outlined in Procedural Bulletin Section 2-5 Notification of Contract Non-Compliance will be followed.

Technical Assistance Summary Sheet

County _____

Date _____

Entity _____

Program Director _____

Assistance Type	Addressed at Visit
Use of Evidence-Based Practices and Programming	
Policy Review/Creation	
Account Set-Up for Grant Funds	
Monthly Financial Reports	
Requesting Additional Appropriations/Transfer	
Collaboration Plans	
Grant Application	
Site Audit Preparation/Audit Tool Scoring	
Contract Agreement Requirements	
Assessments	
Other	

Notes:

Technical Assistance Action Plan

County _____

Date _____

Entity _____

Program Director _____

GOAL STATEMENT:

Goals/Expectations	Implementation Process	Due Date	Notes	Review Date